

VICTOR FIRE DISTRICT

## **Fire Apparatus Maintenance and Repair**

### **Request for Proposals**

July 14, 2021

#### **Address**

Victor Fire District  
34 Maple Avenue  
Victor, NY 14564

VICTOR FIRE DISTRICT  
**Fire Apparatus Maintenance and Repair**

**Instructions for Proposals**

Sealed proposals will be received at the Victor Fire District, 34 Maple Ave, Victor, NY, 14564 by the Fire District Secretary for the Board of Fire Commissioners of the Victor Fire District until August 16, 2021 at 12 p.m., prevailing time, for vehicle maintenance, preventative maintenance, and repair services to its fire apparatus and related vehicles.

The enclosure containing the proposal shall be endorsed on the outside thereof the name of the submitter's name, the business address to which communications may be sent, and the title of the work for which the proposal is made. Proposals shall be delivered to the Victor Fire District Secretary to assure actual receipt by the stated time and date. Proposals mailed shall be sent to the Victor Fire District, Attn: Fire District Secretary, 34 Maple Ave, Victor, New York 14564 to assure actual receipt by the stated time and date.

In case a proposal seeks to furnish any other work or item in substitution for the particular item in the Scope of Work, the proposal must clearly describe such other work or item so that its capacity or function may be clearly understood and considered by the Board of Fire Commissioners.

This project is a public work and is subject to the prevailing wage laws. A copy of the prevailing wage rates schedule may be examined in the office of the Fire District Secretary during business hours or may be obtained by email request made to the Fire District Secretary at [info@victorfire.com](mailto:info@victorfire.com) . A copy of the applicable prevailing wage schedule will be attached to the contract between the contractor and Fire District.

All proposals shall include the non-collusion statement required under General Municipal Law §103-d.

The Board of Fire Commissioners reserves:

- (1) the right to examine and investigate any proposal as to the capacity to perform the work in accordance with the terms of the proposal, the Scope of Work of the Board of Fire Commissioners, and these instructions for proposals;
- (2) the right to reject any and all proposals;
- (3) the right to waive any informalities;
- (4) the right to award the contract to the lower proposal but, in case of two (2) or more responsible proposals submit identical proposals as to price, complying with the Scope of Work, the Request for Proposals and these instructions for Proposals, the Board of Fire Commissioners may award the contract to any or either of such proposals;
- (5) the right to examine and consider the proposals received for a period of sixty (60) days after the opening thereof; and,
- (6) the right in case a proposal to furnish any other work or item in substitution for the work named in the Scope of Work, to consider whether, in its judgement, such substitute or substitution shall meet its requirement and the judgement of the Board of Fire Commissioners shall be considered final.

Dated: July 13, 2021

**Board of Fire Commissioners  
Victor Fire District**

VICTOR FIRE DISTRICT  
**Fire Apparatus Maintenance and Repair**

**Proposal Requirements**

**General Information**

Each proposal must indicate its compliance with the attached Scope of Work by stating in its proposal reference to each paragraph of the Scope of Work and indicating “YES” or “NO” to each item. A “YES” to a designated item will mean full compliance; a “NO” will mean an exception is being taken. All exceptions must be fully explained on a separate page, titled “Exceptions”, giving reference to the page and paragraph in the Scope of Work where the exception is being taken. Failure to comply with this requirement will result in the proposal being rejected.

Proposals will be addressed and submitted in accordance with the “Instructions for Proposals”. The words “*Victor Fire District Fire Apparatus Maintenance and Repair*” must be stated on the face of the proposal envelope. It is the submitter’s responsibility to see that its proposal arrives on time. Late proposals or proposals by telegram, facsimile, email, or telephone will not be considered.

Each proposal will be accompanied by a detailed description of the work it proposed to furnish.

No exception will be allowed for any of the aforementioned instructions. Proposals not submitted in accordance with these instructions may be rejected.

**Addenda and Interpretations**

No interpretation of the meaning of the specifications or other contract documents shall be requested by or made to any submitter verbally.

Every request for such interpretation will be in writing and addressed to the Fire District Secretary at the address for the Fire District set forth in the Instructions to Proposals, and must be received at least three business days prior to the date fixed for the open of the proposals to be given consideration.

**Proposal Evaluation**

Proposals received will be evaluated by the Board of Fire Commissioners of the Victor Fire District, its personnel, and Fire District legal counsel. This evaluation will be based as a minimum on the following criteria:

- (1) commitment for quality and timeliness of service;
- (2) completeness of the proposal, i.e., the degree which it responds to all requirements and requests for information contained herein;
- (3) submitter’s demonstrated capabilities and qualifications, including service; and,
- (4) other relevant considerations, as the Fire District may determine in its best interests.

**Sales Tax Exclusion**

Proposals submitted will compute pricing less state sales taxes. It is understood that the Fire District is a tax-exempt municipal corporation of the State of New York.

**Prevailing Wages**

A copy of the applicable prevailing wage rates schedule may be examined in the office of the Fire District Secretary during business hours, or may be obtained by email request made to the Fire District Secretary [info@victorfire.com](mailto:info@victorfire.com). A copy of the applicable prevailing wage schedule will be attached to the contract between the contractor and the Fire District.

## **Form of Contract**

A copy of the proposed contract shall be submitted with each proposal, the final form of which shall be subject to approval by the Fire District's legal counsel.

## **Contract Award**

The Fire District reserves the right to reject any or all proposals deemed to be unresponsive. The Fire District also reserves the right to waive any informalities, irregularities, and technicalities in procedure as may be in the best interest of the Fire District.

The Fire District reserves the right, before awarding the contract, to require a proposal maker to submit evidence of their qualifications as deemed necessary, including prior experience.

The Fire District reserves the right to award the contract to the most responsive proposal, as it solely determines, whether or not the contract is the lowest priced.

## **Insurance**

Each proposal will supply proof of general commercial liability equal to or exceeding \$1,000,000 per claim and workers compensation insurance. Upon award of the contract, the successful submitter shall provide proof of such insurances, including naming the Fire District as an Additional Insured.

## **Equipment Subject to Contract**

The current Victor Fire District fleet consists of:

- 2016 Seagrave 100' Aerial, "2781"
- 2010 Seagrave rescue engine, "2711"
- 2014 Sutphen urban interface pumper, "2712"
- 2000 Smeal Rescue, "2771"
- 2001 Ford F-450 brush truck "2751" (not part of routine maintenance)
- 2011 Ford 550 utility truck "2761" (not part of routine maintenance)
- 2020 Dodge Durango, "270" (not part of routine maintenance)
- 2020 Police Interceptor, "2701" (not part of routine maintenance)
- 2018 Police Interceptor, "2702" (not part of routine maintenance)
- 2013 Polaris UTV, "2762", with open trailer (not part of routine maintenance)

## **Contract Information**

The proposed term of the contract is for three years, commencing January 1, 2022, with an option to extend the contract up to two, one-year terms, subject to further agreement by both parties. The Victor Fire District reserves the right to choose other contractors for a particular service issue when, in the sole determination of the District, it is in the organization's best interest to do so.

Upon award of contract, the successful submitter shall provide a contact list which includes primary contact, after-hours contact information, account manager (if applicable), and supervisor contact information.

## **Standard of Service**

If a contract is awarded, the selected vendor will be required to adhere to a set of general contract provisions, including:

1. The contractor will provide the required services and will not subcontract or assign the services without the District's prior written approval.
2. The contractor will provide the services as an independent contractor and not as an employee or agent of the district.
3. The contractor is to schedule work with and report to the Truck Maintenance Officer and/or his designee, and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

4. The contractor will complete chassis service, routine mechanical repairs, and pump testing at or near the Victor Fire Hall.
5. Contractor shall be available to access the building and its systems during both regular business hours and periods requiring emergency service.
6. Contractor shall check in and out with the District Secretary during regular business hours for routine and scheduled work, including logging times and summary of work on District Form.
7. Access shall include the truck bays, bathrooms, and day room/scram room.
8. Contractor shall be permitted to safely leave materials and equipment in designated areas of the building during work period; however, the Victor Fire District shall not be responsible or liable to secure the same or for damage or loss.
9. Contractor shall leave all work areas, equipment, and surrounding areas in broom-clean condition at the end of daily work periods.
10. Contractor has permission to operate apparatus being maintenance for the purpose of evaluation, including in the immediate area of the fire hall.
11. All reports, estimates, memoranda and documents shall be dated and bear the contractor's name.
12. Billing terms shall be no less than net 30; invoices shall be accompanied with a completed Fire District voucher and copy of work provided, be delivered to the Secretary, Victor Fire District; 34 Maple Avenue; Victor, NY. Deadline for inclusion on the next board meeting shall be the Wednesday before the meeting.

<p style="text-align: center;">VICTOR FIRE DISTRICT</p> <p style="text-align: center;"><b>Scope of work for Fire Apparatus Maintenance and Repair</b></p>	<b>Bidder Complies</b>	
	Yes	No
<p>All proposals for the Scope of Work shall include all labor and materials to provide service as outlined below at the Victor Fire District fire station located on Maple Avenue in Victor, New York:</p> <p>(1) Agreement to meet the Standard of Service listed in the Proposal Requirements</p> <p>(2) Vendor shall provide employee certifications and company's authorizations to provide requested services, including ASE and EVT certification</p> <p>(3) Routine maintenance in accordance with manufacturer's recommendations</p> <p>(4) Twice-yearly chassis service (approx. January and June) as follows:</p> <ul style="list-style-type: none"> <li>• oil, filters and fluid changes and mechanical safety inspections (January),</li> <li>• fluid check and mechanical safety inspection &amp; repair (June);</li> </ul> <p>(5) Once-yearly pump testing (approx. June);</p> <p>(6) Special service that may include electrical and mechanical work;</p> <p>(7) Review and advise Victor Fire District on suggested maintenance required to maintain vehicle maintenance;</p> <p>(8) Emergency service (times other than 8 am to 5 pm, Monday through Friday);</p> <p>(9) Other service as authorized by the Victor Fire District.</p>		